

July 5, 2024

Mr. David Phillips
North Carolina Federation Secretary
401 Travis Lane
Salisbury, NC 28146-2250

Dear Mr. Phillips:

We have carefully reviewed your revised bylaws for the **North Carolina Federation**, and they are hereby approved. We have a copy on file here at NARFE Headquarters and are returning the original to you for your files.

If you have any questions, please contact Towanda Franklin at fedchpsrvcs@narfe.org. Thank you for your cooperation in this matter and your continued support of NARFE.

Sincerely,



Kathryn Hensley
National Secretary/Treasurer

Enclosure

**NORTH CAROLINA
FEDERATION OF THE NATIONAL ACTIVE AND
RETIRED FEDERAL EMPLOYEES ASSOCIATION**

BYLAWS



**NORTH CAROLINA FEDERATION
APPROVED JULY 2021
Approved June 2022
Approved June 2023
Approved July 2024**

ARTICLE I

Name

The name of this organization shall be the North Carolina Federation of the National Active and Retired Federal Employees Association and will be referred to below as NCNARFE or the Federation.

ARTICLE II

Objectives

The objectives of this organization shall be: to support the objectives of the National Active and Retired Federal Employees Association (NARFE) as set forth in its Articles of Incorporation; *protect* our earned benefits by organizing an effective political communication process; *provide* resources for personnel related questions of members in North Carolina; and *promote* the growth of NARFE.

ARTICLE III

Members

Section 1.

Any NARFE member residing in North Carolina or any NARFE member outside of North Carolina but belonging to an affiliated North Carolina Chapter is a member of the North Carolina NARFE Federation. All but supporting members, as defined by National Bylaws, are eligible to vote, to run for Federation elected office, and to be appointed to any Federation appointed position.

Section 2.

Chapters that wish to be affiliated members of the Federation will pay dues. The annual dues for chapter membership in the Federation shall be an amount approved by the Federation for each chapter member who, as of December 31, has paid National and chapter dues, including Honorary members whose chapter dues have not been waived by the chapter. Excluded from paying chapter dues are members in the free year of a membership plan. Each chapter treasurer shall remit to the Federation Treasurer the total chapter dues owed the Federation prior to the last day of February of the next year. Dues payments and gifts or contributions to NARFE, a chapter, or the Federation are not deductible as charitable contributions for income tax purposes.

Section 3.

Any chapter dropped for failure to pay its dues shall be re-admitted upon payment of current year's dues and approval by a two-thirds vote of the Federation Board.

ARTICLE IV

Officers

Section 1.

The officers of the Federation shall be a President, an Executive Vice President, a Secretary, a Treasurer, and an Area Vice President from each of the designated Areas of the State of North Carolina. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the Federation.

Section 2.

The President, Executive Vice President, Secretary and Treasurer shall be elected by ballot to serve a term of two years beginning with the new fiscal year and shall serve until their successors are installed. A President may not serve more than one two-year term, but after two years have elapsed, the same person may be elected for another term as President.

Each Area Vice President shall be a resident of the Area represented, shall be elected for a two-year term by ballot vote of the members from the Area and shall serve until a successor has been installed.

When there are more than two persons running for any elected position, preferential voting to determine the winner is required.

Section 3.

The President shall preside at all meetings including Federation Board meetings. The President may call special meetings of the board and shall call special board meetings at the request of a majority of board members. He/she shall make assignments and re-assignments of the duties and functions of the officers, subject to approval of the Federation Board. The President shall designate the chair of all committees except where the chair is specified in the bylaws. He/she shall serve as ex-officio member of all committees except the Nominating Committee and the Audit Committee. The President shall submit at each annual-meeting, or prior, a recommended budget for the ensuing year subject to consideration and approval by the membership.

Section 4.

The Executive Vice President shall act as general assistant to the President and in the absence or disability of the President shall perform the duties of the President. Upon the death or resignation of the President, the Executive Vice President shall assume the position of the President for the remainder of the unexpired term. Such assumption of position does not prevent the individual from candidacy at the next scheduled election. Under the direction of the President, the Executive Vice President shall be responsible for the guidance and overall direction of the field activities,

Section 5.

The Secretary shall maintain all records and documents of the Federation, take minutes of Federation Board meetings and annual meetings, and prepare and distribute them to Federation Board members. Within 15 days after the close of an annual meeting the Secretary shall prepare a report of the meeting highlights, including significant actions taken at a business meeting. Copies shall be sent to the Federation newspaper, the Federation website, the President, the Regional Vice President, and the National Secretary/Treasurer. The Secretary shall also carry out the duties of Historian, whose position is being merged with that of the Secretary.

Section 6.

The Treasurer shall receive all funds of the Federation; deposit them in a federally insured bank, credit union or federal savings bank, as approved by the Federation Board; and pay all orders issued by the President. The Treasurer shall secure the signature of the Secretary upon the bank signature card upon opening a bank account to enable the Secretary to sign checks in the event of death or disability of the Treasurer. The Treasurer shall make a quarterly report to the Federation Board and an annual report to the annual meeting showing receipts and expenditures, which shall be published in the Federation newspaper promptly after a meeting. The Treasurer shall be the trustee and have custody of all property owned by the Federation.

The Treasurer, in collaboration with the President, shall prepare and submit a line-item budget to the Federation Board for consideration and approval at its February meeting, and include the Federation Board's proposed budget in the Federation newspaper prior to the annual meeting.

Section 7.

Each Area Vice President shall serve in an Area designated by the President under the guidance of the Federation Board. The Area Vice Presidents shall act as liaisons for field operations, represent the Federation in promoting the objectives of the Association, assist chapter Presidents and other chapter officers in carrying out their duties, and promote legislative activities at all levels of the Federation.

Unless membership is designated in the bylaws, with the exception of the Membership Committee, each Area Vice President shall nominate a member from his/her Area for each standing committee; the Federation Board will review and approve the candidates

Section 8.

In the event of a vacancy in any elected office, the President shall fill such vacancy for the unexpired term, subject to subsequent approval by the Federation Board. In event that both the President and Executive Vice President are unable to serve, the Immediate Past President will call an emergency meeting of the Federation Board and will conduct a vote of the Federation Board to fill the office of President. The new President will then fill the office of Executive Vice President as set forth in this section.

Section 9.

Appointed officers of the Federation are the National Legislative Officer/NARFE-PAC Coordinator, State Legislative Officer, Membership Coordinator, Editor, Public Relations Officer, Service Officer, Web Master, and Alzheimer's Coordinator, all to be appointed by the President, with the approval of the Federation Board, for a two-year term. These officers may succeed themselves. The appointed officers shall perform the normal tasks and duties of their offices, as directed by the President and Federation Board. The position of NARFE-PAC Coordinator and Historian are being merged with the National Legislative Officer and Secretary, respectively.

Section 9B

The North Carolina Federation shall utilize Congressional District Leaders (CDLs) to coordinate chapter and member interaction with Members of the North Carolina Congressional Delegation and their staffs. Area Vice Presidents shall nominate CDLs for Federation Board approval. CDLs will serve for the current two-year congressional term.

Section 10.

The President, with the approval of the Federation Board, shall appoint a qualified Parliamentarian to serve at the annual meeting and throughout the year, as required.

Section 11.

The Federation will maintain a web page directory of Chapter and Federation Officers and other information required by the Federation Board

Article V

Meetings

Section 1.

The Federation shall hold an annual meeting. The purpose of the annual meeting shall be to transact business of the Federation, conduct training, and discuss matters of interest to members.

Section 2.

In all votes, including all elections, each member shall vote individually.

Section 3.

The Annual Meeting Committee, chaired by the Federation President, will assist the President in managing all aspects of the Annual Meeting. Additional committees as listed in the Annual Meeting Guide may be appointed as needed to complete arrangements for the Annual Meeting.

Section 4.

Members representing four (4) areas shall constitute a quorum at an annual meeting.

Section 5.

Elected federation officers shall not constitute a majority of any annual meeting or standing committee, except for the Membership Committee

Section 6.

Electronic meetings, as defined by Robert's Rules of Order, are permitted to replace traditional meetings at all levels of the Federation, when approved by the meeting chair. Rules for the conduct of electronic meetings shall be adopted by the Federation Board as necessary.

ARTICLE VI

Federation Board

Section 1.

The Federation Board includes the following voting members: President, Executive Vice President, Secretary, Treasurer, Area Vice Presidents, the Immediate Past President, the Membership Coordinator, the National Legislative Officer, the State Legislative Officer, the Public Relations Officer, the Beacon Editor, the Service Officer, the Alzheimer's Coordinator, and the Webmaster. With board approval, a voting member may hold one additional appointed position. In no instance will that member have more than one vote. The President may not hold any other federation position.

Section 2.

The Federation Board shall have general supervision of the affairs of the Federation between annual meetings, fix the date and place of meetings, perform such other duties as are specified in these bylaws, and shall be subject to orders of the Federation. None of its acts shall conflict with Federation or National bylaws, or action taken by the Federation. The Board shall appoint such special officers or functionaries as may from time to time be found necessary to carry out the objectives of the Federation.

Section 3.

The Federation Board shall have authority, by a two-thirds vote, to declare any elected or appointed office vacant for justifiable cause, but the officer shall be given reasonable opportunity to show cause why such action should not be taken. The President shall fill a vacancy in any office for the unexpired term, subject to subsequent approval by the Federation Board.

Section 4.

The Federation Board shall have authority to recommend to the National Active and Retired Federal Employees Association the withdrawal of the charter of any North Carolina chapter for cause, on 30 days' notice to the chapter; but the chapter shall be given reasonable opportunity to show why such charter should not be withdrawn.

Section 5.

The Federation Board annually shall appoint an Audit Committee or select an accountant to conduct an audit of the Federation's financial status

Section 6.

When necessary to transact urgent or emergency business, the President shall have authority to conduct a telephone or e-mail canvass of Federation Board members which shall be recorded in the minutes and reported by the Secretary at the next regular Federation Board meeting.

A majority of the Federation Board members also may call for a canvass. Summaries of the minutes of any telephone or email canvass of Federation Board members shall be sent to the Federation newspaper for publication in the next issue with the full minutes being posted on the Federation website to allow for review by all Federation members.

Section 7.

The Federation Board shall meet at least three times annually or more frequently at the call of the President. A majority of members shall constitute a quorum at Federation Board meetings.

Section 8.

No Federation Board member may hold more than one elected Federation office at a time or hold a chapter office without the approval of the Federation Board.

ARTICLE VII

Standing Committees

Section 1.

There shall be eight Federation standing committees: Membership, Bylaws, Audit, Engagement and Nomination, Ballot and Teller, Budget, Legislative, and Communications.

Section 2.

There shall be a Membership Committee comprised of the Executive Vice President as chair and the Area Vice Presidents as members. All members shall serve until the end of their term. The purpose of the Membership Committee shall be to encourage eligible annuitants, spouses, and employees of the federal civilian service to become members of the NARFE and their local chapter, and to retain membership therein.

Section 3.

There shall be a Bylaws Committee comprised of one member from each Area, nominated by the respective Area Vice President and approved by the Federation Board. The President shall appoint the chair. Members shall serve a term of three years with the exception that membership shall rotate with two members to be replaced each year so the committee will retain a majority of experienced members annually.

Section 4.

The Audit Committee shall be comprised of one member from each area, nominated by the respective Area Vice President and approved by the Federation Board. The President shall appoint the Chair. The Committee shall conduct an audit of the receipts, disbursements, assets and liabilities, including a balance sheet and a list of investments, and prepare a report for submission to the membership for approval. After approval, the Federation Board shall publish the report in the first issue of the Federation newspaper after an annual meeting. Members shall serve until the completion of the audit.

Section 5.

The Engagement and Nomination Committee will be responsible for receiving and vetting nominations for the elected officers of the Board of the NC NARFE Federation. The Engagement and Nomination Committee will present a slate of nominees for the NC NARFE Board to be voted on during the biennial officer election. The Engagement and Nomination Committee will work with the various Standing Committees, Task Groups, Advisors, and Committee Chairpersons to expand the engagement of members in the advocacy and programs of the chapters, Federation, and national organization. The Engagement and Nomination Committee will coordinate with the various committees and organizations within the association to equip new leaders for their leadership role and to assist in the identification and preparation of future leaders. The term of office is two years.

Section 6.

There shall be a Ballot and Teller Committee comprised of one member from each Area nominated by the respective Area Vice President to be approved, by the Federation Board. The President shall designate the chair from the committee and appoint the adviser. The members shall serve until the completion of the voting process.

Section 7.

There shall be a Legislative Committee chaired by the National Legislative Officer. Members will include the Area Vice Presidents and the State Legislative Officer, plus two Congressional District Leaders (CDLs) nominated by the NLO and approved by the Federation Board. The committee will function for the two years coinciding with the two-year congressional term.

Section 8:

There shall be a Communications Committee. The Public Relations Officer (PRO) will chair the Committee. Members will include The Beacon Editor, Area Vice Presidents, Secretary/Historian, Service Officer, and Network Coordinator. All members shall serve until the end of their term.

Section 9:

There shall be a Budget Committee comprised of one member from each Area nominated by the respective Area Vice President to be approved by the Federation Board. The President shall designate the chair from the committee members and appoint the adviser. Members shall serve until the membership vote on the budget.

Section 10.

Such other committees, standing or special, shall be appointed by the President, with approval by the Federation Board, as shall be deemed necessary to carry on the work of the Federation.

ARTICLE VIII

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Federation in all cases in which they are not inconsistent with the National Active and Retired Federal Employees Association Articles of Incorporation, National Bylaws, or any special rules of order the Federation may adopt.

ARTICLE IX

Amendment of Bylaws

Section 1.

. A. Proposed amendments to these bylaws may be initiated using NARFE F-3C by a member, a chapter, the Federation board, or the Bylaws Committee, and shall be submitted to the federation secretary and bylaws committee chair by a date established by the Federation Board.

Section 2.

Amendments to National Bylaws: Amendments to National Bylaws must be developed and submitted as defined by NARFE HQ and any instructions contained in the Call for Amendments to National Bylaws using Form F-3C.

Section 3.

The proposed amendments to the Federation Bylaws either shall be published in the Federation newspaper or posted on the Federation website at least 30 days prior to the announced deadline for voting.

Section 4.

A two-thirds favorable vote of the members voting shall be required for adoption. Bylaws amendments shall take effect immediately upon adoption.

Section 5.

The Secretary, as required by National Headquarters, shall transmit to National Headquarters by the date of a Federation deadline set by National Headquarters, a copy of each proposed amendment to National Bylaws.

Federation IRS Employee Identification Number - 52-1627907




David L. Phillips
Federation Secretary

July 4, 2024

Date

Approved at National Headquarters:



Kathryn Hemsley
National Secretary Treasurer

7/5/2024

Date